

## CA-PMM

**Project Name:** Enterprise Data to Revenue Project

**OCIO Project #:** 1730-191

**Department:** Franchise Tax Board

**Revision Date:** 10/5/09

## Status Report

### Status Report – Project Manager to Sponsor

#### Current Status Report

RESPONSES ARE BASED ON BASELINE FSR SCHEDULE

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Delay in Finance Letter Approval and Procurement Activities	See Look Ahead View	None
2. Were any key milestones or deliverables rescheduled?	Yes	Delay in Finance Letter Approval and Procurement	See Look Ahead View	None
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	Delay in Finance Letter Approval and Procurement Activities	See Look Ahead View	None
8. Are there any new major issues?	No			
9. Are there any staffing problems?	No			

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### Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	RFP Release date is at risk	Replan the Procurement Plan to protect the schedule
2. Do any key milestones or deliverables need to be rescheduled?	Yes	All Procurement milestones and RFP Release date	Replan the Procurement Plan to protect the schedule
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	Yes	All Procurement milestones and RFP Release date	Replan the Procurement Plan to protect the schedule
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	All Procurement milestones and RFP Release date	Replan the Procurement Plan to protect the schedule
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

- Received funding approval for the 2009/10 IT Acquisition Plan to move forward on the procurement of the System Documentation Tool and System Documentation Tool Consultant. Both contracts have been awarded and activities are scheduled to begin October 1, 2009.
- Completed DGS, OLS, Agency and OCIO review of all sections of the RFP and incorporated changes and comments. Final version submitted to DGS for approval.
- Developed the Evaluation and Selection Plan.
- The Business Entities backlog cleanup is being addressed. We have 26 positions assigned to the workload and interviews for the remaining 24 will be conducted in October, 2009.
- The Executive Order for mandatory work furlough continues to impact the project schedule.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
See attached Project Status Report for schedule.					

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			

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Deliverables	X			
Resources	X			
OneTime Cost	X			
Continuing Cost	X			

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### Status Reports – Sponsor to Steering Committee

#### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
See attached Project Status Report for schedule.					

<b>Variances</b> Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			
Resources	X			
One Time Cost	X			
Continuing Cost	X			

**CA-PMM****Project Name:** Enterprise Data to Revenue Project**OCIO Project #:** 1730-191**Department:** Franchise Tax Board**Revision Date:** 10/5/09**Status Report****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	1
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	0
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	0
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	0
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	1
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	0
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	0
	Moderately Effective	1	
	Ineffective	2	
Total			2

Green = 0 - 8  
Yellow = 9 - 19  
Red = 20+

## Vendor Viability Rating Rationale

Schedule Status -- include, at a minimum, the milestones and deliverables identified in the latest approved

Milestone and Deliverable	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Percent Complete
Obtain FSR Approval	1/12/2009	1/10/2009	1/12/2009	1/10/2009	100%
<b>Start Project</b>	<b>1/12/2009</b>	1/12/2009	1/12/2009	1/12/2009	100%
<b>Prime Solution Provider</b>					
Release RFP	8/3/2009		8/3/2009		
Conduct Bidders' Conference	8/17/2009		8/17/2009		
Conduct Non-Confidential Discussions	8/18/2009		8/20/2009		
Receive Conceptual Proposals	9/3/2009		9/3/2009		
Review Conceptual Proposals	9/4/2009		10/5/2009		
Develop Addendum	10/1/2009		10/13/2009		
Submit Addendum to DGS for Review and Approval	10/15/2009		10/31/2009		
Conduct Confidential Discussions	10/19/2009		10/30/2009		
Last Day to Issue Addendum	11/2/2009		11/2/2009		
Receive Draft Proposals	12/9/2009		12/9/2009		
Conduct Confidential Discussions	2/22/2010		3/5/2010		
Develop Non-competitively Bid (NCB) Justification	3/15/2010		3/22/2010		
Submit NCB to External Agencies for approval	3/26/2010		6/4/2010		
Receive Final Proposals	4/9/2010		4/9/2010		
Evaluate Final Proposals	4/12/2010		6/7/2010		
Conduct Cost Opening	6/23/2010		6/23/2010		
Conduct Cost Evaluation	6/23/2010		7/21/2010		
Send approved contract to vendor	7/1/2010		7/1/2010		
Conduct Cost Reasonableness	7/8/2010		8/5/2010		
Select Bidder	8/6/2010		8/6/2010		
Issue Notice of Intent to Enter into Contract Negotiations	9/14/2010		9/21/2010		
Negotiate Contract	9/22/2010		1/12/2011		
Prepare and Submit Section 11 Letter	11/15/2010		1/28/2011		
Develop Special Project Report	1/3/2011		1/28/2011		
Develop and Submit Spring Finance Letter	1/15/2011		2/15/2011		
Approve Special Project	2/1/2011		2/28/2011		
Issue Notice of Intent to Award Contract and Protest Period	4/5/2011		4/12/2011		
Sign Contract	6/2/2011		6/8/2011		
Start Development	7/1/2011		12/31/2015		
<b>Project Oversight</b>					
Release Project Oversight (PO) Request for Proposals	2/9/2010		2/9/2010		
Conduct Bidders' Conference	2/17/2010		2/17/2010		



Receive PO Draft Proposals	3/10/2010		3/10/2010		
Provide Feedback on Draft Proposals	4/8/2010		4/9/2010		
Receive Final Proposals	4/21/2010		4/21/2010		
Evaluate Final Proposals	4/21/2010		5/14/2010		
Conduct Cost Opening	5/25/2010		5/25/2010		
Evaluate Costs	5/26/2010		5/27/2010		
Submit Evaluation and Selection Report to Agency, OCIO, and DGS for Approval	6/8/2010		6/21/2010		
Issue Notice of Intent to Award Contract and Protest Period	6/23/2010		6/23/2010		
Sign Contract	7/6/2010		7/6/2010		
Start Project Oversight	7/7/2010		12/31/2016		
<b>Independent Verification and Validation (IV&amp;V)</b>					
Release IV&V Request for Proposals	7/19/2010		7/19/2010		
Conduct Bidders' Conference	8/10/2010		8/11/2010		
Receive IV&V Draft Proposals	8/24/2010		8/24/2010		
Provide Feedback on Draft Proposals	11/16/2010		11/16/2010		
Receive Final Proposals	12/1/2010		12/1/2010		
Evaluate Final Proposals	12/6/2010		1/14/2011		
Conduct Public Cost Opening	2/7/2011		2/7/2011		
Select IV&V Vendor	3/7/2011		3/7/2011		
Prepare and Submit Section 11 Letter	3/7/2011		5/5/2011		
Submit Evaluation and Selection Report to Agency, OCIO, and DGS for Approval	5/5/2011		5/12/2011		
Issue Notice of Intent to Award Contract and Protest Period	5/13/2011		5/20/2011		
Sign Contract	7/1/2011		7/1/2011		
Start IV&V	7/1/2011		6/30/2015		
<b>System Documentation Tool</b>					
Release SDT Request for Quotations (RFQ)	3/20/2009	5/22/2009	3/20/2009	5/22/2009	100%
Receive SDT Vendor Quotations	4/29/2009	6/5/2009	4/29/2009	6/5/2009	100%
Evaluate SDT Quotations	4/30/2009	6/6/2009	5/15/2009	6/15/2009	100%
Select SDT	5/18/2009	6/15/2009	5/18/2009	6/15/2009	100%
Issue Notice of Intent to Award Contract and Protest Period	5/18/2009	8/28/2009	5/26/2009	8/28/2009	100%
Issue Purchase Order	7/1/2009	9/26/2009	7/1/2009	9/26/2009	100%
Install SDT	7/6/2009		7/6/2009		
<b>System Documentation Consultant Services</b>					
Release System Documentation Request for Quotations (RFQ)	3/13/2009	6/23/2009	3/20/2009	6/23/2009	100%
Receive System Documentation Vendor Quotations	4/20/2009	8/5/2009	4/20/2009	8/5/2009	100%

Evaluate System Documentation Quotations	4/20/2009	8/6/2009	5/18/2009	8/20/2009	100%
Select Bidder	6/1/2009	8/21/2009	6/1/2009	8/21/2009	100%
Complete Evaluation and Selection Report and Obtain Approvals	5/6/2009	8/21/2009	6/5/2009	8/26/2009	100%
Issue Letter of Intent to Award and Protest Period	6/8/2009	8/28/2009	6/15/2009	8/28/2009	100%
Sign Contract	7/1/2009		7/1/2009		
Start System Documentation	7/6/2009		1/6/2010		
<b>Cost Reasonableness – Consultant Services</b>					
Develop Non-competitive Bid (NCB) Justification-provide responses to the seven (7) questions on the justification form.	3/15/2010		3/22/2010		
Develop Contract Advertising Exemption Request	3/22/2010		3/25/2010		
Submit NCB to External Agencies for approval	3/26/2010		6/4/2010		
Develop Statement of Work	6/7/2010		6/18/2010		
Complete STD 213 and STD 215	6/18/2010		6/23/2010		
Send contract to vendor for signature then to FTB Chief Financial Officer	6/23/2010		6/30/2010		
Send approved contract to vendor	7/1/2010		7/1/2010		
Conduct Cost Reasonableness	7/8/2010		8/5/2010		
<b>EDR Reengineering Planning</b>					
Develop Return Processing Reengineering Plan	1/12/2009	1/12/2009	2/27/2009	2/27/2009	100%
Develop System Documentation Plan	1/12/2009	1/12/2009	2/27/2009	2/27/2009	100%
Develop Backlog Cleanup Plan	1/12/2009	1/12/2009	2/27/2009	2/27/2009	100%
Document Return Processing Business Processes	3/2/2009	3/2/2009	6/30/2009		
Document TI and BETS Systems	7/1/2009		12/31/2009		
Execute Backlog Plan	7/1/2009	7/1/2009	12/31/2015		
Integrate Business and Systems Processes and Rules	10/1/2009		1/29/2010		
<b>EDR Project Implementation</b>					
Analyze and Validate Requirements	7/1/2011		8/31/2011		
Define Business Rules and Processes	8/1/2011		9/28/2012		
Design Solutions	9/1/2011		9/28/2012		
Develop Solutions	10/3/2011		6/28/2013		
Test Solutions	7/2/2012		9/30/2013		
Acceptance Test Solutions	9/3/2012		12/31/2013		
Train Users	11/1/2013		12/31/2013		
Deploy PIT Solutions	12/3/2012		1/10/2014		
Modify Business Resumption Plan (BRP)	6/2/2014		6/30/2014		

Modify Operational Recovery Plan (ORP)	6/2/2014		6/30/2014		
Maintain and Operate Solutions	12/3/2012		12/31/2014		
Deploy BE Solutions	1/13/2014		1/12/2015		
Modify Business Resumption Plan	6/1/2015		6/30/2015		
Modify Operational Recovery Plan	6/1/2015		6/30/2015		
Conduct Project Retrospective	6/2/2016		6/30/2016		
Prepare Post Implementation Evaluation Report (PIER)	6/1/2016		8/31/2016		